



Quick Start Guide: *Apply to a Job Posting*

ACCESS THE CAREERS PAGE

- Launch your **web browser** (recommended: Mozilla Firefox).
- Enter the URL <https://www.FBIJobs.gov>. If you are experiencing issues launching the website, ensure there is a “s” in “https” of the web address.
- Select the **Apply to Jobs** or **Search Jobs** button to navigate to the Careers page.

CAREERS WEBSITE: GETTING STARTED

1. Log into your account. Enter your credentials in the **User Name** and **Password** fields.
2. Select the **Login** button.
*Note: If you don't have an account, register using the **Register Now** link. To learn more about creating a account, review the [Account Creation and Management](#) job aid.*

VIEW A JOB POSTING

3. Select a title in the **Posting Type**, **Department** and **Job Posted In** section to filter the available job opportunities.
4. When you find a Job Posting of interest, select on the Job Posting to view the **Job Summary** details.

OPTIONAL: USING THE SEARCH FIELD AND JOB SEARCH AGENT

- Search Jobs:** Use the Search Jobs field to search for a Job Posting by entering a **Job Title**, **Location** or **Keywords**.
- Job Search Agent:** Select the **Save Search** link to save your search under **My Saved Searches**. You can also set up notifications by selecting the **Email me** checkbox to receive email updates.
- Clear Search:** Selecting **Clear Search** will remove all search parameters and display all available job opportunities.

The screenshots illustrate the user interface for logging in and searching for job postings. The first screenshot shows the 'Sign In' window with fields for 'User Name' and 'Password', and a 'Sign In' button. The second screenshot shows the search filters on the left, including 'Posting Type', 'Department', and 'Job Posted In'. The third screenshot shows the search results for 'Investigative Specialist (Aerial) Coordinator 1801 GS 13 (CIRG ONLY)'. The fourth screenshot shows the search field with 'Investigative Specialist' entered, and the 'Clear Search' and 'Save Search' buttons. The fifth screenshot shows the 'Save Search' dialog box with the search name 'INVESTIGATIVE SPC', a checked checkbox for 'Email me when new jobs meet my criteria', and the email address 'Applicant@yahoo.com'.



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BEGIN AN APPLICATION

- Carefully read and review the all sections of the **Job Summary** to understand the requirements of the FBI position.
- Select the **Apply for Job** button to begin completing an application for the selected job posting.
- Read the application **Terms and Condition** and select the **checkbox** to continue with your application.

*Note: The left side of the application displays where you are in the application process. The **Next** button is the only way to move to the next step in the process.*

Important Note: The number of application steps displayed will vary depending on the type of job opening selected.

- Select the **Next** Button to begin your application.

The screenshot displays the FBI Jobs application interface. At the top, it shows the job title "Investigative Specialist (Aerial) Coordinator 1801 GS 13 (CIRG ONLY)" and a "6 Apply for Job" button. Below this, the "Who May Apply" section is highlighted with a red box and a "5" in a red circle. It includes details such as "Open to current permanent FBI employees currently assigned to the Critical Incident Response Group (CIRG) ONLY", "Opening Date: April 14, 2017", and "Closing Date: April 20, 2017 11:59 pm (EST)". The "Job Summary" section lists the position, division, unit, location, working hours, salary, and performance level. At the bottom, the "Apply for Job" button is highlighted with a red box and an "8" in a red circle, with a "Next >" button next to it. Below the "Apply for Job" button, the application steps are listed on the left, with "1 Start In Progress" highlighted. The "7 Step 1 of 8: Start" section is highlighted with a red box and a "7" in a red circle. It includes instructions for the applicant, a "Prequalification Notices" section, and a "View Terms and Conditions" button. At the bottom of the "Step 1 of 8: Start" section, there is a checkbox for "I agree to the Terms and Conditions".



ANSWER PREQUALIFICATION QUESTIONNAIRE

9. Answer all the questions in the **Prequalify** section.

10. Select the **Next** Button to continue your application.

*Note: Select the Hamburger menu ☰ to display the **Save as Draft** and **Contact Us** options. Select the **Contact Us** option to view FAQ's, submit a question about the application or if you are experiencing technical issues.*



RECORD SELF-PFT RESULTS (SPECIAL AGENT APPLICANTS ONLY)

Applicants applying to the Special Agent job posting are required to complete the **Self-PFT** prior to beginning the Special Agent application and record their results on the application. Visit FBIJOBS.gov for additional information regarding the FBI Physical Fitness Test Protocol.

11. Enter the number of completed **Sit-Ups**.
12. Enter your **300-Meter Time**.
13. Enter the number of completed **Push-Ups**.
14. Enter your **1.5 Mile Time**.
15. Select your **Gender** from the drop down menu.
16. Select the **Click Here to Score Self-PFT** button to view your results.
*Note: You **Pass/Fail** results immediately display and **Total Points**.*
17. Indicate if you have **Special Operations, Tactical, or SWAT** experience.
18. Read the **Terms and Conditions** regarding the Self-PFT and Select the **I agree to the Terms and Conditions** checkbox.
*Note: The **Next** button allows you to continue only if the **I agree to the Terms and Condition** checkbox is selected.*
19. Select the **Next** button.



ATTACH A RESUME/COVER LETTER

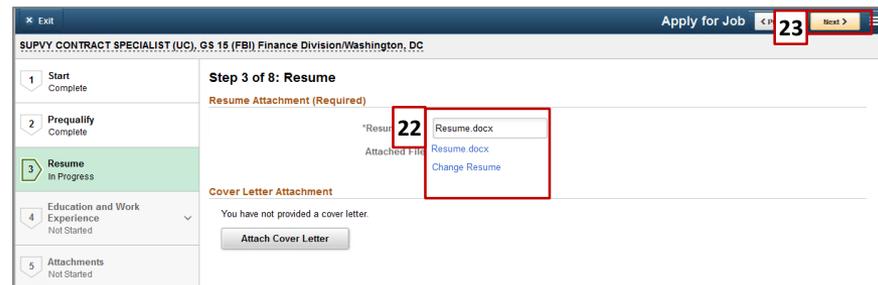
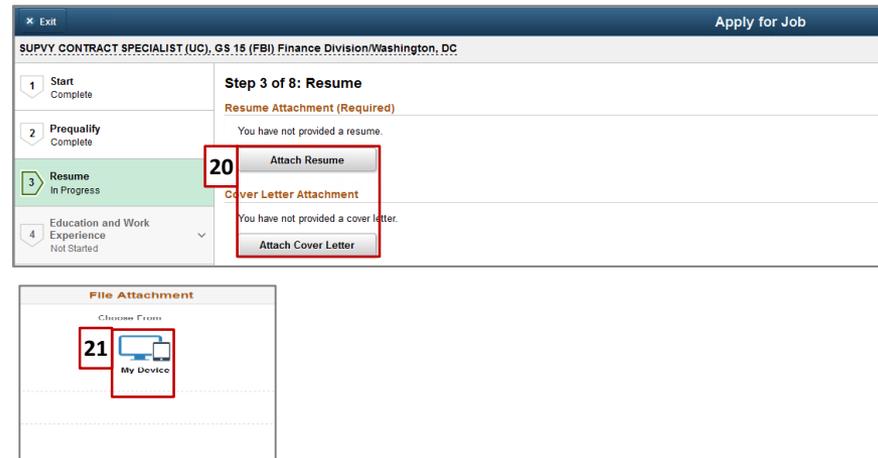
20. Select the **Attach Resume** button to upload a resume from your computer. You also have the option to **Attach Cover Letter** but is not required.

Important Note: Special Agent and Intelligence Analyst applicants will not receive the option to attach a resume. They are required to input their resume information into the Education and Work Experience section of the application. A resume will be automatically built using the information entered by the applicant.

21. Select the **My Device** icon and follow your computer prompts to upload your attachments.

22. Review your attachments by selecting the file name. Select the **Change Resume** link to delete the attached resume.

23. Select the **Next** button to continue your application.





ADD EDUCATION AND WORK EXPERIENCE

Add addition profile information to your application by selecting the Add button and entering the required information into the modal window. See the **Add Education** as an example. Note you must complete the **Education** section of the application.

24. Select the **Highest Education Level** drop down menu to indicate your level of education.
25. Select the **Add Education** button to provide additional education details.
26. Enter educational details to include **Degree**, **GPA** and **Graduation Date**.

Important Note:

- ✓ *If you cannot locate your College/University, leave this field blank and annotate in your resume.*
- ✓ *Select the GPA N/A checkbox if your school does not issue a GPA*

27. Select the **Done** button to save add your education details.
28. Select the **Next** button to continue your application.



ADD ATTACHMENTS

Add attachments as required by the job opening description.

29. Select the **Add Attachment** button.
30. Select the **Attachment Type** from the drop down menu.
31. Enter an **Attachment Title** for your document.
32. Select the **My Device** icon and follow your computer prompts to upload your attachments.
33. Select the **Continue** button to proceed.
34. Select the **Next** button to continue your application

The screenshot displays the 'Apply for Job' interface for the position 'SUPVY CONTRACT SPECIALIST (UC), GS 15 (FBI) Finance Division/Washington, DC'. The progress bar on the left shows steps 1 through 5, with 'Attachments' currently in progress. The main content area is titled 'Step 5 of 8: Attachments' and includes instructions to refer to the job description for document types. A red box labeled '29' highlights the 'Add Attachment' button. Below this, a modal form is shown with a red box labeled '30-31' around the '*Attachment Type' dropdown and '*Attachment Title' text input fields. At the bottom of the modal, a red box labeled '32' highlights the 'My Device' icon under the 'File Attachment' section. The main interface also features a 'Continue' button (33) and a 'Next' button (34) in the top right corner.



PROVIDE ADDITIONAL INFORMATION

Provide additional information used for Federal employment consideration such as Federal Employment history, US military service and additional personal information.

- 35. In the **Federal Preferences** section identify your U.S Citizenship status, your status as a current/previous federal civilian employment, Veteran Preference status, US Military Service and Military Rank (if applicable).
*Note: All sections marked with an * asterisk require a response to continue.*
- 36. Select your option from the **Gender** drop down menu.
- 37. Enter your Date of Birth in the **Date of Birth** textbox.
- 38. Select the **Birth Country** lookup to enter your Birth Country.
- 39. Enter content in the **Birth City** textbox.
- 40. Select your option from the **Do you have Dual Citizenship** drop down menu.
*Note: If you have multiple countries of citizenship, Select the **Add a new row** button to add additional countries.*
- 41. Select the **Next** button to continue your application

Step 6 of 8: Additional Information - Personal Information

The information you enter will be used for Federal employment considerations. Indicate if you are or were ever a Federal Civilian employee and the highest grade and tenure you have held. If you are claiming Veteran's preference, you must meet the eligibility requirements in section 2108 of title 5, United States Code.

35 Federal Preferences

*Are you a U.S. Citizen?

Federal Civilian Employee?

Previous Federal Employee No

Previous FBI Employee No

Current Federal Employee No

Current FBI Employee No

Clearance Level

Veterans Preference None

41 **Next >**

Personal Information

36-40

Gender Decline to State

*Date of Birth 05/23/1988

*Birth Country

*Birth Location

*Do you have Dual Citizenship? No



PROVIDE ADDITIONAL INFORMATION (Con't)

Enter information on how you learn about the job opening. The questions that display on this page will vary based on the referral source selected.

42. Select an option from the **How did you learn of the job** drop down menu.

Note: There are five options to choose from:

- **Employee**
- **Indeed**
- **LinkedIn**
- **Other**
- **Recruiting Event/Recruiter**

*In the case you select the **Recruiting Event/Recruiter** option, please follow the steps included below.*

42a. Select an option from the **Month, Year, Location** drop down menu.

42b. If you were referred by a current Bureau employee at the Recruiting Event, enter the employee's **Referral Name**, **Email Address**, and indicate what kind of **Member of Your Family** (if applicable).

42c. Select an option from the **Are you a former employee** drop down menu.

42d. Select the **Search** button.

42e. In the search results, locate your recruiting event and select the **Yes** slider corresponding to the **Event Name**.

*Note: Once the Event Name is selected, the Event Name automatically appears in the **Sub Source** field.*

43. Select the **Next** button to continue your application

Step 6 of 8: Additional Information - How did you find out about us?

Referrals

42 How did you learn of the job? Recruiting Event/Recruiter

SubSource

Provided Referral Code

Name of Referring Employee

Email Address

42a Member of Your Family No

Are you a former employee No

Recruiting Event

Select the month, year, and state in which your recruiting event occurred. Then click search and select the event you attended.

42b-c Month Year Location

42d Search

Select	Event Name	Start Date	End Date	Location
42e Yes	Hiring Our Heroes Transition Job Fair	09/29/2016	09/29/2016	CA
No	SDSU Accounting Society Meet the Firms Networking	09/30/2016	09/30/2016	CA



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PROVIDE DIVERSITY INFORMATION

- 44. You are invited to self-identify your race and ethnicity, make the appropriate selections in the **Diversity** section. If you choose not to provide those details, select the **I decline to answer** checkbox.
- 45. Select the **Next** button to continue your application

REVIEW AND SUBMIT APPLICATION

- 46. Review your complete application. Select on the section title to review your responses. Select the **Modify** link to edit a response.

Important Note: Your responses cannot be edited once you submit your application. After submission, you would have to withdraw your application and reapply to make changes.

- 47. Select the **Submit** button to submit your completed application.
- 48. Review the **Application Confirmation** message to learn about the status of your preliminary screening and next steps for your application.
- 49. Select the **Careers** link to navigate back to the **Careers Homepage** page.

The screenshot shows the application interface for a 'SUPVY CONTRACT SPECIALIST (UC), GS 15 (FBI) Finance Division/Washington, DC' position. It is divided into three main sections:

- Step 7 of 8: Diversity** (Step 44): A form where applicants provide information regarding diversity. It includes a 'Diversity' section with a disclaimer, a 'Gender' section with radio buttons for 'Female', 'Male', and 'I decline to answer', and a 'Next' button.
- Step 8 of 8: Review and Submit** (Step 46): A review screen showing 'My Contact Information' (Email: Enan*1m0n0g@yahoo.com, Phone: 571/123-4567, Address: 123 Main St, Alexandria, VA 22304) and a list of application sections (Prequalify, Online Screening Notice, Resume Attachment, Cover Letter Attachment, Attachments, Federal Preferences, Education History, Education, Self-Reported Languages, US Military Service, Military Rank, Personal Information, Referrals, Diversity). A 'Modify' link is visible next to the contact information.
- Application Confirmation** (Step 48): A confirmation message stating 'You have successfully submitted your job application'. It lists 'Jobs Applied For' with details: Job Title: SUPVY CONTRACT SPECIALIST (UC), GS 15 (FBI) Finance Division/Washington, DC; Job ID: 11195; Location: [blank]; Posting Date: 03/24/2017; Application Date: 05/23/2017.
- Online Screening Results** (Step 48): A message stating 'PASSED PRELIMINARY SCREENING'. It includes the job title and ID, and a note: 'We have received your application for employment with the Federal Bureau of Investigation (FBI). After reviewing your application, we have determined that you met the preliminary standards necessary to qualify for further consideration for the position. Your application will continue forward to the next step in the application process. NO ACTION IS REQUIRED AT THIS TIME.'
- Footer** (Step 49): A 'Careers' link and a 'View Submitted Application' link.